LAW DEPARTMENT

Registered No. HSE-49/2016

G.O.Rt.No.356

Dated: 15.12.2021.
Read the following:-

1. From the OSD to Chief Secretary Note No. 55/CS-OSD/2021, Dated: 25.06.2021.
2. Minutes of the meeting on pendency of court cases held by the Chief Secretary on 12.07.2021.
3. Lr. No. 1394/LSP/2021, dated: 22.07.2021 of the Secretary to Govt., Law Department.

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ORDER:

In the meeting held on 12.07.2021 by the Chief Secretary with all the Special Chief Secretaries / Principal Secretaries / Secretaries to Government regarding the pendency of court cases, it was decided that the Law Department shall act as the nodal department and shall take steps to operationalise the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS) developed by the APCFSS duly obtaining API from the Registrar of High Court.

2. In pursuance of the meeting held on 31.07.2021 at Secretariat by the Chief Secretary with Principal Secretaries, Heads of Departments, Learned Advocate General, Additional Advocates General & all Government Pleaders, it was decided to create a mechanism to take proper legal recourse in litigations where the Government is the party. It was further decided that the Secretariat Departments shall nominate one Nodal Officer (Legal) at the Secretariat Level, at HOD level & at District Collectorate level. The Nodal Officer (Legal) shall be given a nomenclature by suffixing the office code given to the Department/HOD in the e-office. For example, the nomenclature for the Secretariat Nodal Officer (Legal) of Agriculture Department shall be *AGC01 Secretariat Nodal Officer (Legal)*, for the HOD Nodal Officer (Legal) the nomenclature shall be *AGC02 Agriculture HOD Nodal Officer (Legal)* & for the Guntur District Collectorate Nodal Officer (Legal), the nomenclature shall be *Guntur Collectorate Nodal Officer (Legal)*.

3. The Nodal Officer (Legal) so nominated shall, besides other legal issues, coordinate with the respective Department/s for obtaining information required by their respective Government Pleaders, Assistant Government Pleaders & Standing Counsels and brief them accordingly, monitor court cases through APOLCMS and update the status of each case at the end of the day.

4. The registration module for the Nodal Officer (Legal) is deployed in the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS) website with the link https://apolcms.ap.gov.in. The Nodal Officer (Legal) nominated at Secretariat and HOD Level should be registered by the concerned Special Chief Secretary/Principal Secretary/Secretary to Government of the Secretariat Department and the District Collector shall register the Collectorate Nodal Officer (CNO)-Legal onto the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS). Upon doing so, a message or e-mail will be sent to the Nodal Officer (Legal) nominated with a set of unique login credentials, using which they may individually access the portal to perform all the designated functions.

in the online format prescribed in the module for seamless implementation of the Andhra Pradesh Online Legal Cases Monitoring System (APOLCMS).

6. The following guidelines are communicated to all the Departments for immediate action.

- User Manual for using Module-I of APOLCMS portal is annexed to this order.
- Nomination has to be made by the concerned Special Chief Secretary/ Principal Secretary/Secretary to Government of the Secretariat Department for Secretariat level and at HOD level and the District Collector at the district level.
- The Special Chief Secretary/Principal Secretary/Secretary to Government of the department concerned shall register the Secretariat Nodal Officer (SNO)-Legal and the HOD Nodal Officer(HNO) - Legal & the District Collector shall register the Collectorate Nodal Officer (CNO)-Legal.
- All the Secretaries & the District Collectors shall register their respective Nodal Officers - Legal immediately in the system within (7) days.
- The hierarchy & staff details in the system is as per hierarchy & employees details as provided for in *e-office*.
- If any Department is not using *e-office*, they will have to start using *e-office* since the registrations are being done through this system.
- As & when an employee who is registered as an Nodal Officer -Legal gets transferred, the change request procedure has to be followed & is explained in detail in the manual.
- For any queries, clarifications or support 9849596029/ abdullap@apcfss.in may be contacted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. SAMEER SHARMA
CHIEF SECRETARY TO GOVERNMENT

Encl: User Manual for Registration module of APOLCMS(https://apolcms.ap.gov.in)

To
All the Departments of Secretariat.
The Commissioner, Printing, Stationery, Stores & Purchase, Vijayawada.
All HODs.
All District Collectors.
The Advocate General for the State of Andhra Pradesh, High Court Premises, Nelapadu, Amaravati, Guntur District.
The Additional Advocates General for the State of Andhra Pradesh, High Court Premises, Nelapadu, Amaravati, Guntur District.
All the Government Pleaders High Court of Andhra Pradesh.
The CEO, APCFSS.

**Copy to:** The P.S.to the Prl. Secretary to Hon'ble Chief Minister of Andhra Pradesh.
"   "   : The P.S to the Chief Secretary.
"   "   : The Nodal Officer, Law Department, A.P. Secretariat, Velagapudi.
"   "   : s/f & s/c.

// FORWARDED :: BY ORDER //

SECTION OFFICER
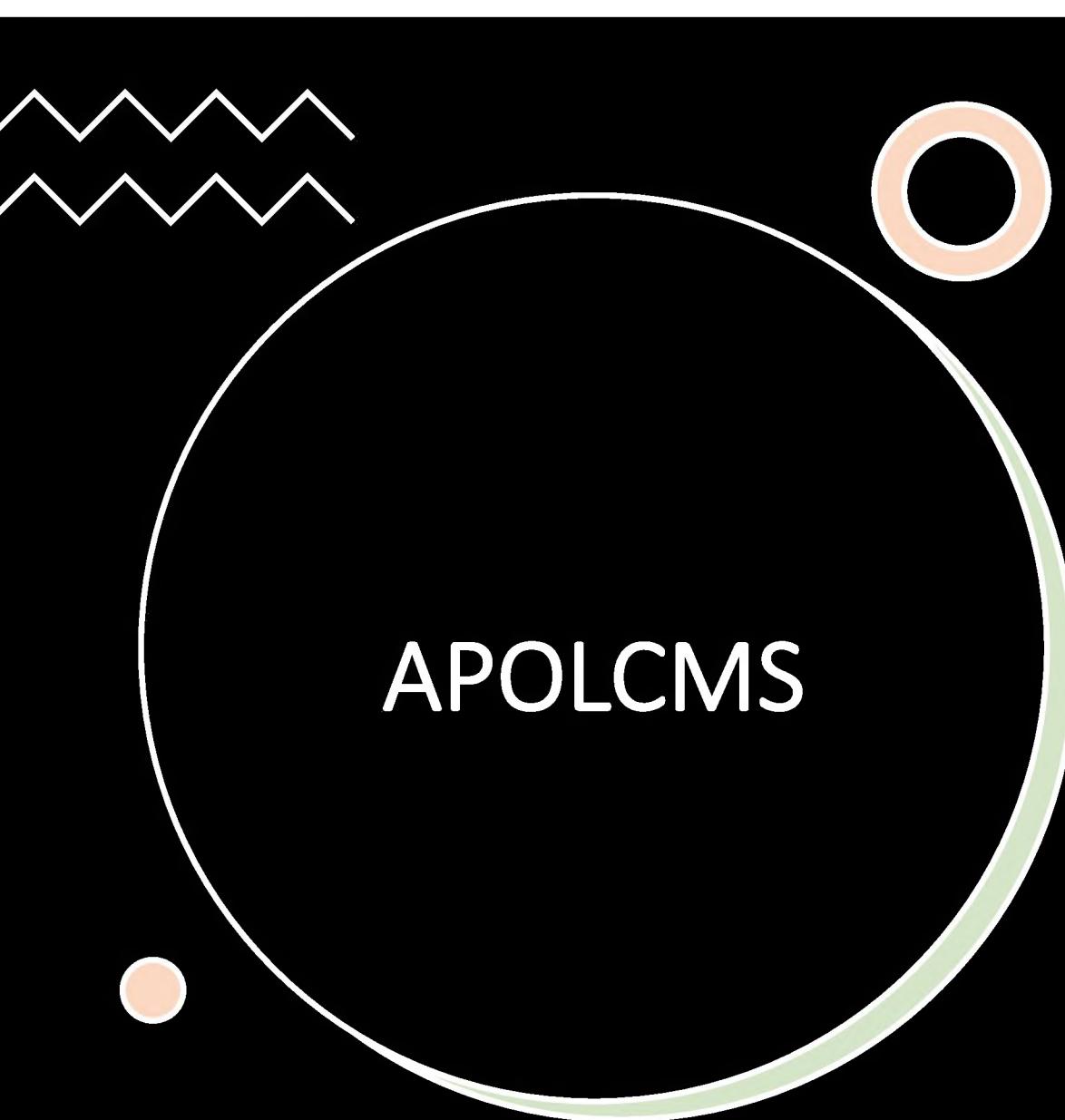
APOLCMS

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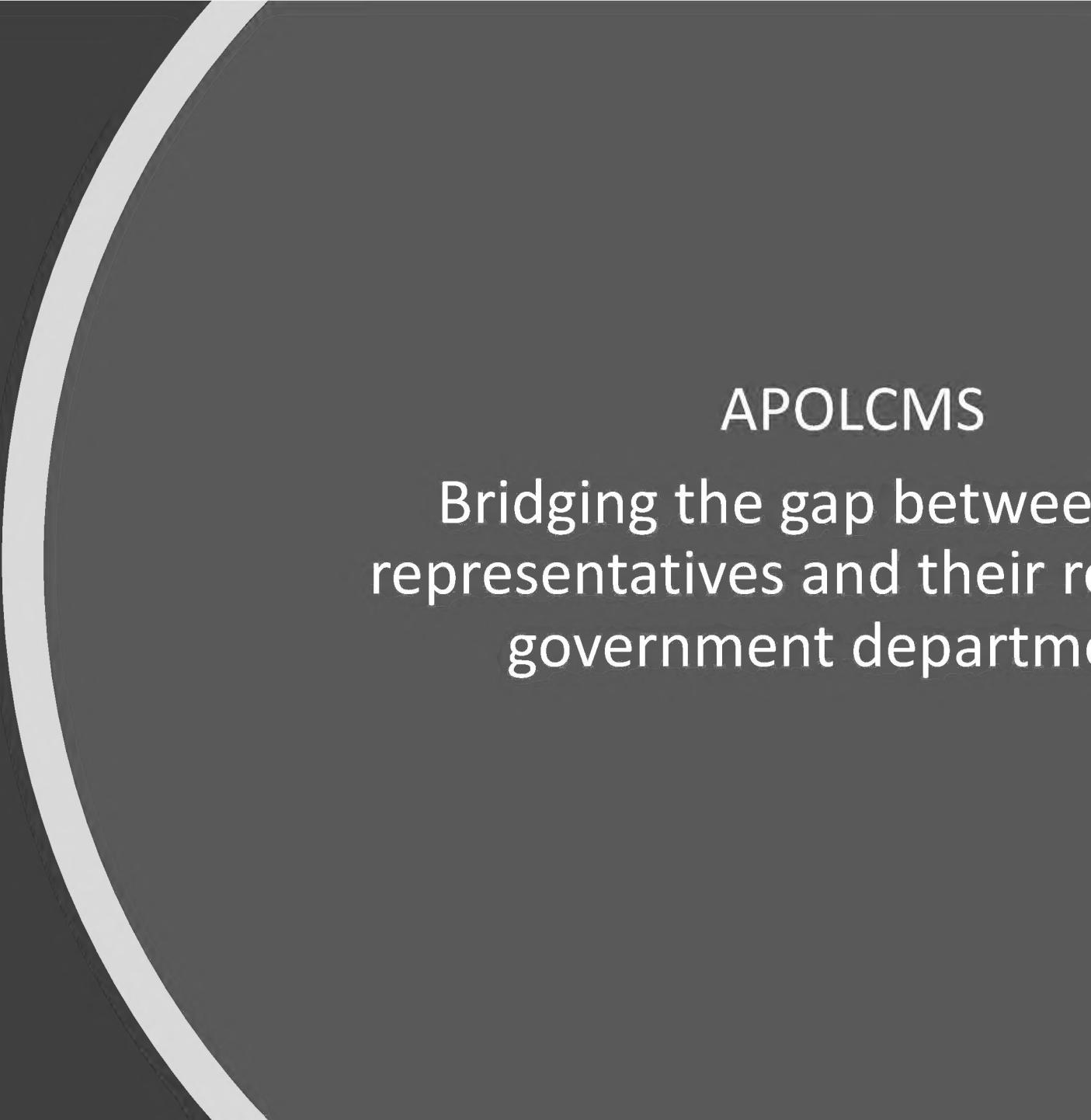
APOLCMS

Bridging the gap betwee
representatives and their r
government departm

NEED FOR APOLCMS

➢ High magnitude of court cases and lack of visibili

➢ Lack of timely communication between departm
legal representatives

➢ Lapse in filing documents

➢ Appropriate and prompt instructions

➢ Stage of litigation

➢ Required support to the concerned Government
Standing Counsel

AIM OF APOLCMS

- Real-Time Integration ... Courts

- Visibility of all cases i... wise/section wise
  - Legacy data thro...
  - Real-Time data t...

- Provide a streamlined... filed against the Gove... along with their respe...

- Provide information o... time.

- Linkage to e-office hie...

- Dashboards at all leve...

GPs SERVICES OFFICE – CURRE

3 persons at
office colle

- Receive case
  stamp to sub
- Make manua
  Petitioner Ad
  etc.
- Sort the case
  wise.

Superin
Services O
of cas
departme
clerks

STAGES INVOLVED IN AF
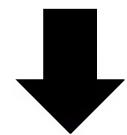
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┌─────────────────────────────┐
│   1. GPs Services Office     │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   2. MLO (LEGAL)/ Nodal      │ ◄───
│   Officer (LEGAL) – All      │
│   Government Offices         │
└─────────────────────────────┘
              ▲
              ▼
┌─────────────────────────────┐
│ 3. Department/Section Level  │
└─────────────────────────────┘
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LEVEL 1
Government Pleaders Serv

New Case File	➡	Government Pleaders Services Office

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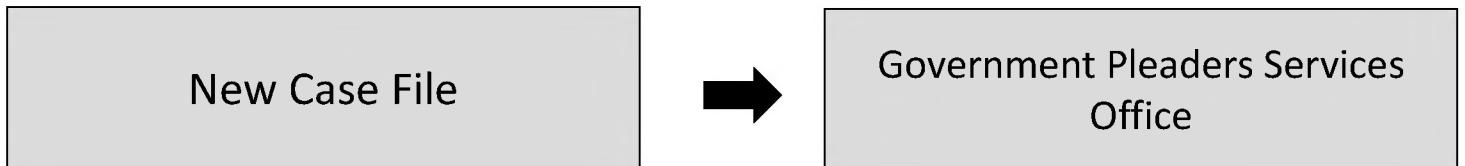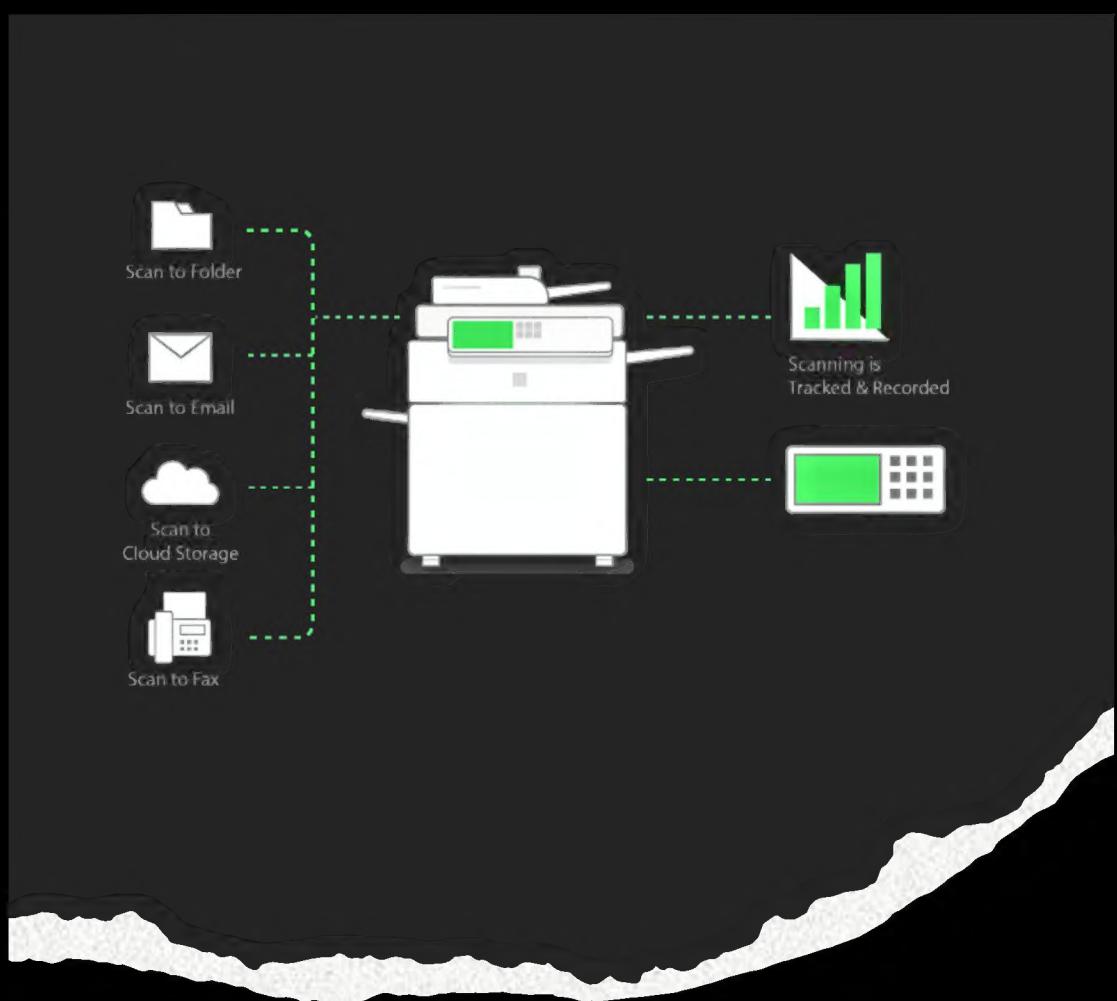
LEVEL 2
NODAL LEGAL OFF

➢Every Department must notify MLO (Leg
(Legal)

➢Qualified to vet drafts, prepare counters a
relevant judgements

➢Classification of legacy data

➢ Required to monitor court cases, update
case at the end of the day and coordinate
departments for information required by C

LEVEL 2
NODAL OFFICER (LEGA

Selects Concerned Section/Department (e-Office Hierarchy)

⬇

Enters Information Required from the Section/Department in the remarks column

⬇

Enters Date by which the information must be provided

⬇

SUBMIT

LEVEL 3
SECTION/DEPARTMENT

SECTION

Receives Case Details and will have options for processing the same

Upload draft counters/ other documents

Send back to the Nodal Legal Officer

LEVEL 3
SECTION/DEPARTMENT

Nodal Officer (Legal)
scrutinise the draft

Forward the file for GP/ SCs
review and approval

GP/SC
Approves the draft for filing

LEVEL 4: GPs & STANDING COUNSELS LEVEL

- ➢ Approval of draft
- ➢ The interface for
  designed to enabl
  each case that wa
  next date of heari
- ➢ Nodal Officer (Leg
  interface & coordi
  Standing counsels
- ➢ The approved draf
  Nodal Officer (Leg
  processing of fair
- ➢ Fair copies will be
  Officer (Legal)

THANK YOU

AP Online Legal Cases Monitoring System (APOLCMS)

Module 1: Registration for Mid Level Officer (Legal) and Nodal Officer (Legal)
<u>User Manual</u>

Website: *https://apolcms.ap.gov.in*

Login Window

Login has been provided at two levels. One at **Secretariat Level** and another at **District Collector Level**. The Secretary will register the **Mid Level Officer (Legal)** in secretariat and **Nodal Officer (Legal)** at **HOD level** under the administrative control of the secretariat.

The District Collector will register **Nodal Officers (Legal)** for each Department at **District level.**
Secretary/District Collector can login into the system with their User Name and password
Example:
For Animal Husbandry, Dairy Development and Fisheries Secretariat

User Code: AHF01

Default Password: apolcms

For Nellore District Collector,

User Code: DC-NLR

Default Password: apolcms

Please change the default password by using the *'Change Password'* option available in the login.

Home   Page
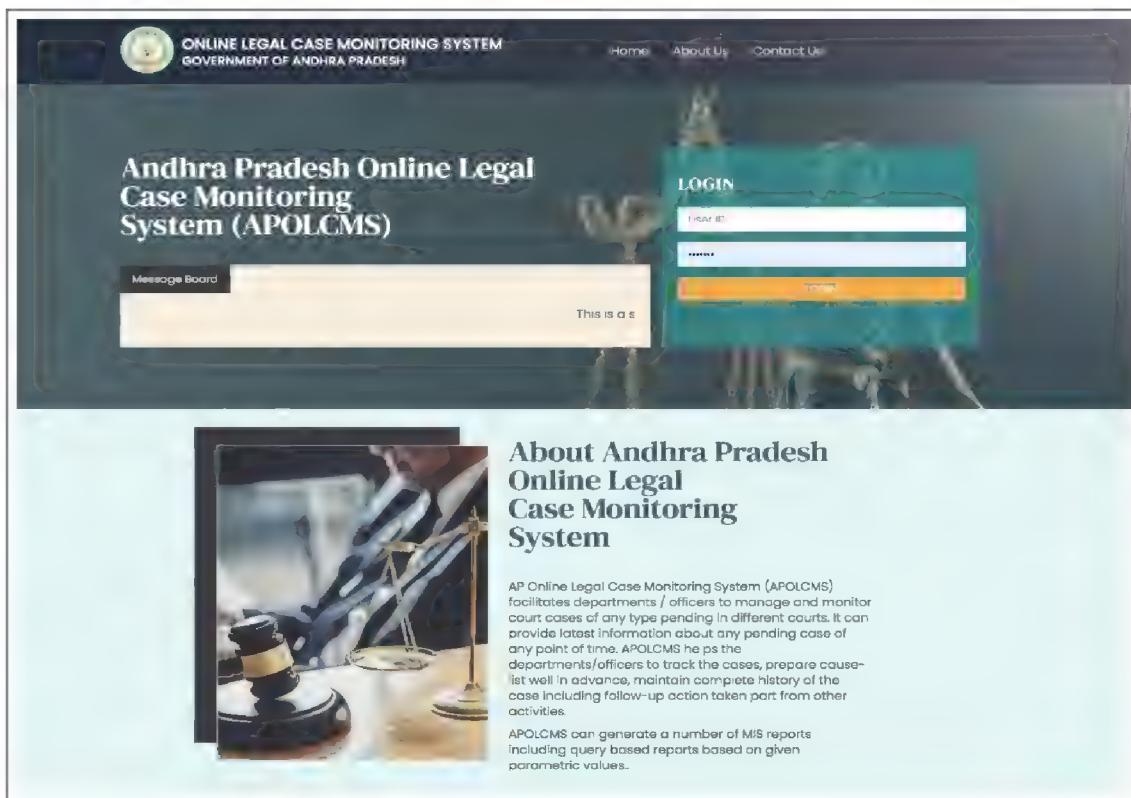
Once you login, you will see five options on your task bar.

1. **Home**

2. **Registration:** This option is to register for Middle Level Officers and Nodal Officers at Secretary Level and only Nodal Officers at District Collector level.

3. **MLO/Nodal Officer Change Request:** To change the existing registered new Mid Level Officer (Legal)/Nodal Officer (Legal) in case of transfer or superannuation.

4. **Change Password:** To change default passwords

5. **Logout**
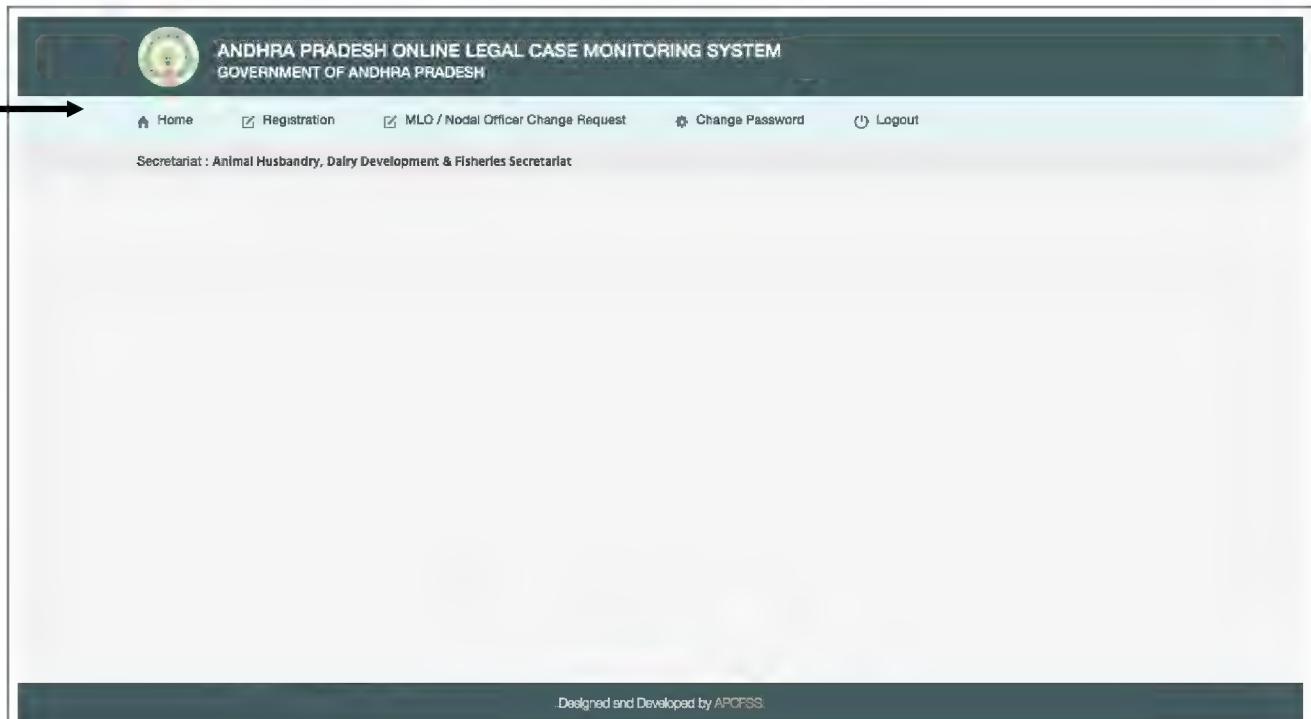
Registration Screen

When the user clicks on *'Registration'*, she/he can see the following options:

At Secretary Level:

    1. *Mid Level Officer (Legal)* and 2. *Nodal Officer (Legal)*

At District Collector Level:

       Nodal Officer (Legal)

User can click on respective option and start registering accordingly.
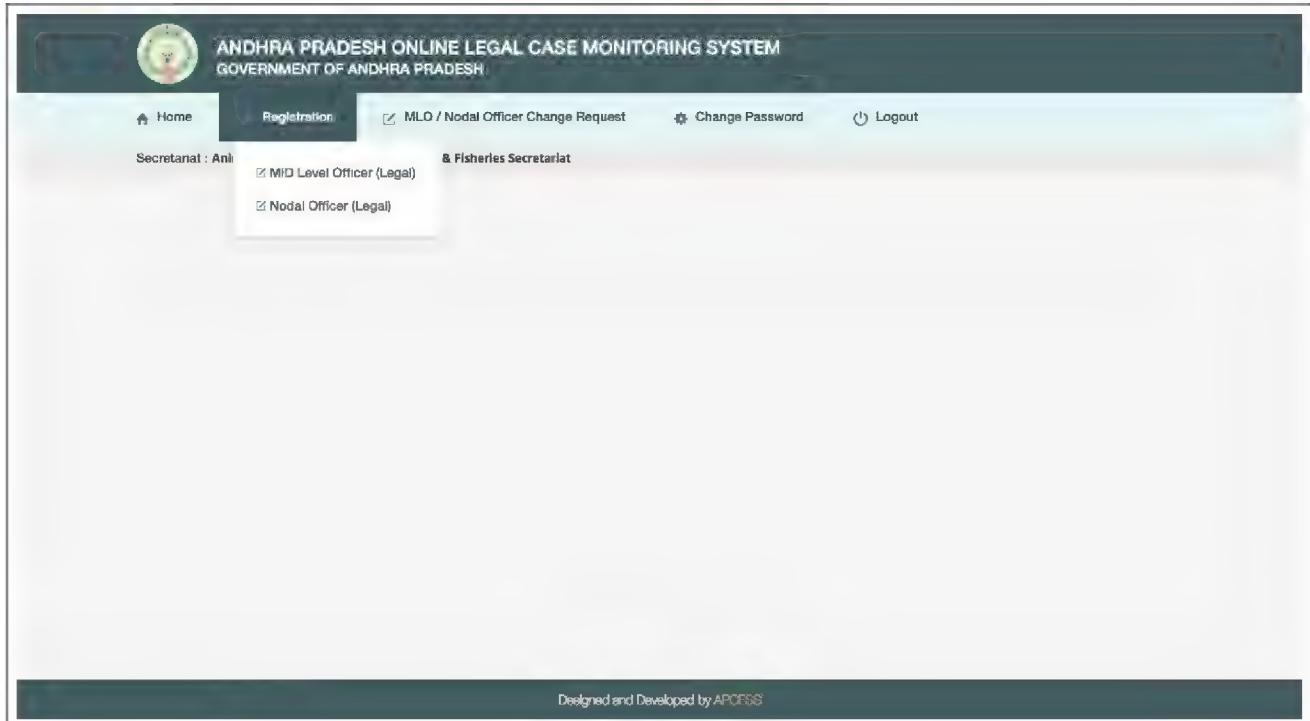
Mid Level Officer (Legal) and Nodal Officer (Legal) Registration

Once user clicks on *'Mid Level Officer (legal)'* or *'Nodal Officer (Legal)'*, s/he can see the respective screen as in following screenshot.

The window will provide following five fields:

1. **Designation:** This is dropdown field in which the designation available in the *'e-office'* be displayed and user will have to select one accordingly.

2. **Employee:** The user selects particular employee for the selected position i.e. 'Designation' which will automatically be populated

3. Fields like *'Mobile'*, *'Email Id'*, and *'Aadhar Number'* will also be populated if available with the *'e-office'*. In case any of these three fields not being populated user will have to enter it manually.

4. After putting all information in available fields correctly, user will click on *'Submit'* button and the particular Mid Level Officer (Legal) or Nodal Officer (Legal) will be registered.

5. User Id and Password will be generated by system for Mid level Officer and Nodal officers after successful registration and the credentials will be sent to their mobile numbers.

Post Registration Screens

After registering Mid Level Officer (Legal) and/or Nodal Officer (Legal) the registered officials will be displayed as follows.

Each registered officials will be provided with the 'Edit' option using which user can change the information accordingly if incorrect or changed.

Mid Level Officer (Legal)/ Nodal Officer (Legal) Change Request

In case the particular assigned Mid Level Officer (Legal) or Nodal Officer (Legal) gets transferred or superannuated, in such situation the option for change has been provided on portal.

The fields provided will same as the registration screens.

However, while changing this the user will have to provide the reason for change along with the letter from concerned authority.

Mid Level Officer (Legal)/ Nodal Officer (Legal) Login

Mid Level Officer (Legal) and Nodal Officer (Legal) can login using the password received through SMS on their respective mobile numbers when secretary/District Collector registers above officers on the OLCMS portal. By logging in using above user ID and password they can perform further tasks.

For queries Contact below:

Sk Surjan Vali

9618048663

APCFSS

Nithin Reddy

9182231775

APCFSS